



CITY OF JANESVILLE

Wisconsin's Park Place

Community Participation Plan

City of Janesville
Community Development Block Grant Program

&

Rock County Consortium
HOME Investment Partnership Program

2/21/24 ADOPTED

City of Janesville
Neighborhood and Community Services Department
Housing Services Division
18 N. Jackson Street, P.O. Box 5005
Janesville, WI 53547-5005
(608) 755-3065

Community 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 a Consolidated Plan and Annual Action Plans 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. In addition, these programs require grant recipients to affirmatively further fair housing under the Fair Housing Act and complete an analysis of fair housing issues confronting the community and the development of goals and strategies to remedy those issues.

Development of the Consolidated Plan and Fair Housing Analysis requires consultation with other public and private agencies and the participation of community members 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 Fair Housing Analysis, and any revisions to the Fair Housing Analysis; and the annual performance report. This document will outline how the City of Janesville intends to encourage and provide community members with the opportunity to participate in the planning process.

This plan is intended to comply with 24 CFR, Part 91, Subpart B, Consolidated Submissions for Community Planning and Development Programs Citizen Participation and Consultation.

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. An effort is made to appoint a Section 8 Housing Choice Voucher recipient as one of these five members. community 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 levels. Funds must be used for eligible activities which meet one of three national objectives: benefit persons with low-and moderate-income levels; 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 community members in the development of the Consolidated Plan. While those procedures are discussed in the Consolidated Plan, they are not outlined within this document.

III. Community Participation Plan

A. Plan Adoption

The Community 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 Community Participation Plan will be adopted by the CDA, and the approved Community 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.

In the event of a federal or local emergency declaration and as allowed by the US Department of Housing and Urban Development (HUD), the City may reduce the notice/comment period to 5 days and adjust notice and community participation methods as necessary.

B. Community Participation Coordinator

The Director of Neighborhood and Community Services for the City of Janesville shall serve as the Community Participation Coordinator for the CDBG and HOME Programs. They shall have the authority to designate another employee to coordinate efforts in their place.

The Community Participation Coordinator shall ensure that all Community participation efforts meet the requirements established by HUD and the City's Community Participation Plan. The specific duties and responsibilities of the

Community Participation Coordinator shall include, but not necessarily be limited to: encouraging broad participation in the development of the Consolidated Plan, Annual Action Plan, and Fair Housing Analysis; 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 Community participation process and proposing such amendments to the Community Participation Plan as may be necessary.

The Community 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

To promote Community 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 5-Year Consolidated Plan and Fair Housing Analysis. Additional outreach may include focus groups, community surveys, and one-on-one interviews.

D. Consultation

When developing the Consolidated Plan and Fair Housing Analysis, the City will consult with:

- When preparing the consolidated plan, with other public and private agencies/organizations that provide assisted housing, health services, and social services (including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, persons experiencing homelessness), community-based and regionally-based organizations that represent members of a protected class, organizations that enforce fair housing laws, broadband internet service providers, organizations engaged in narrowing the digital divide, agencies whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies.

- When preparing the portions of the consolidated plan describing the jurisdiction's homeless strategy and the resources available to address the needs of persons experiencing homelessness (particularly individuals and families experiencing chronic homelessness, families with children, veterans and their families, and unaccompanied youth) and persons at risk of homelessness:
 - (i) The Homeless Intervention Task Force of Rock and Walworth Counties, which serves as the Continuum(s) of Care.
 - (ii) Public and private agencies that address housing, health, social service, victim services, employment, or education needs of individuals and families with low-income levels; individuals and families experiencing homelessness, including veterans; youth; and/or other persons with special needs.
 - (iii) Publicly funded institutions and systems of care that may discharge persons into homelessness (such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and
 - (iv) Business and civic leaders.
- When preparing the portion of its consolidated plan concerning lead-based paint hazards, state or local health and child welfare agencies who can provide existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead poisoned.
- When preparing the description of priority non housing community development needs, adjacent units of general local government, including the State of WI and Rock County. Adjacent units of general local government and local and regional government agencies, including local government agencies with metropolitan-wide planning and transportation responsibilities, will also be consulted for problems and solutions that go beyond a single jurisdiction.
- Local PHAs operating in the jurisdiction regarding consideration of public housing needs, planned programs and activities, strategies for affirmatively furthering fair housing, and proposed actions to affirmatively further fair housing in the consolidated plan.
- Local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations).
- Residents of public and assisted housing developments.

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 levels. 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 community 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 community members 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 of 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. Fair Housing Analysis Development

Organizations receiving federal funding have an obligation to affirmatively further fair housing under the Fair Housing Act and complete an analysis of fair housing issues confronting the community and the development of goals and strategies to remedy those issues. This analysis is referred to as the Fair Housing Analysis throughout this plan but may also be referred to as an Analysis of Impediments to Fair Housing (AI), Assessment of Fair Housing (AFH), Equity Plan, or other plan as further described by the U.S. Department of Housing and Urban Development.

A minimum of one public hearing will be held during the development of the Fair Housing Analysis. 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 community members received in writing, or orally at the public hearings. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons, therefore, shall be included in, or attached to, the final Fair Housing Analysis.

Following adoption of the Fair Housing Analysis by the CDA, the Fair Housing Analysis 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 Fair Housing Analysis 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 Fair Housing Analysis is based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals 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 a 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 two (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 Fair Housing Analysis, 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.

In the event of a federal or local emergency declaration and as allowed by the US Department of Housing and Urban Development (HUD), the City may reduce the notice/comment period to 5 days and adjust notice and community member participation methods as necessary.

The City shall consider any comments or views of community members received in writing, or orally at the public hearing in preparing the amendment. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons, therefore, should 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 community member comments on the performance report.

The City shall consider any comments or views of community members received in writing, or orally at the public hearing. A summary of these comments or views, and a summary of 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 community members. It is also accessible to people 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.

In-person public hearings are not required. The City of Janesville may conduct public hearings with a virtual hearing if national or local health authorities recommend social distancing and limiting public gatherings for public health reasons. Virtual hearings must provide reasonable notification and access for community members, timely responses from local officials to community member questions and issues, and public access to all questions and responses.

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 Fair Housing Analysis available to its residents, public agencies, and other interested parties upon request.

Once developed, the draft Fair Housing Analysis, 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.janesvillewi.gov

In the event of a federal or local emergency declaration and as allowed by the US Department of Housing and Urban Development (HUD), the City may reduce the notice/comment period to five (5) days and adjust notice and community participation methods as necessary.

Once finalized, a copy of the Fair Housing Analysis, 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 accessible to individuals with disabilities.

X. Technical Assistance

Technical assistance will be provided to residents, agencies, or groups representative of persons of low- and moderate-income levels that request assistance in commenting on the Fair Housing Analysis, 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 Community inquiries or complaints related to the Consolidated Plan, amendments, Fair Housing Analysis, revisions, and the performance report. Complaints should be in writing and directed to the Community 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 presentations 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.