



**SECOND SUBSTANTIAL AMENDMENT
TO THE
CITY OF APPLETON'S 2020 ANNUAL ACTION PLAN**

A. EXECUTIVE SUMMARY

The U.S. Department of Housing and Urban Development (HUD) requires all entitlement communities receiving Community Development Block Grant (CDBG) funds, such as the City of Appleton, to prepare and submit a Consolidated Plan every five years to establish a unified, strategic vision for economic development, housing and community development actions. The Consolidated Plan encompasses the analysis of local community needs and coordinates appropriate responses to those needs and priorities. The City of Appleton City Council adopted the 2020-2024 Five Year Consolidated Plan (“Consolidated Plan”) on December 18, 2019.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified in the Consolidated Plan. The City must submit an Annual Action Plan to HUD by no later than February 15 of each year during the five-year period (unless otherwise specified by HUD). The City of Appleton Council adopted the 2020 Annual Action Plan on March 18, 2020, and it was submitted to HUD on March 19, 2020.

Per the City’s Citizen Participation Plan (CPP), a substantial amendment to a Consolidated Plan and Annual Action Plan is required when a “substantial” change is proposed as it relates to funding priorities, proposed activities, goals and objectives. This substantial amendment to the Annual Action Plan is necessary because the City has identified an existing activity that it wishes to allocate additional funds to.

B. CITIZEN PARTICIPATION

A Notice of Public Hearing was published in the Appleton Post Crescent on December 4, 2020, and a 5-day public review period was published on December 4, 2020, informing the public of the proposed Substantial Amendment and inviting comments at the public hearing, during a regularly scheduled Community & Economic Development Committee meeting. The public review period will begin on December 4, 2020 and will end on December 9, 2020 (same day as public hearing). Citizens are able to review copies of the Substantial Amendment at the City’s CDBG website and the Customer Service desk on the first floor of City Hall.

C. CHANGES TO THE 2020 ANNUAL ACTION PLAN

The City is proposing to reallocate \$78,386 to the City of Appleton’s Motel Voucher Program. The following table outlines the proposed activity described in this Substantial Amendment:

Table 1: Proposed Activity Budget

Agency/Program	CDBG-CV Allocation
City of Appleton Motel Voucher Program	\$78,386
TOTAL	\$78,386

D. 2020 PROPOSED ACTIVITY DETAIL

The following narrative provides activity descriptions, national objectives, and other required information for the proposed activity.

City of Appleton's Motel Voucher Program (\$78,386)

The City of Appleton's Motel Voucher Program, approved by CEDC on July 22, 2020 and Council on August 5, 2020, is designed to ensure that individuals and families experiencing homelessness have a safe, temporary place to stay until a more permanent housing solution is identified. With colder weather upon us, and temperatures forecasted to drop below freezing, City staff is working collaboratively with local agencies to ensure additional access to shelter options. The Motel Voucher Program also includes a case management component, food, transportation, and connection to housing solutions.

E. PUBLIC COMMENTS

All public comments received during the 5-day public review period or at the public hearing will be incorporated into the overall Substantial Amendment submitted to HUD.