



City of Killeen

File Number: PH-25-039

Enactment Number: 25-121R

Hold a public hearing and consider a memorandum/resolution adopting revision to the City of Killeen Citizen Participation Plan (2nd Public Hearing).

DATE: July 15, 2025

TO: Kent Cagle, City Manager

FROM: Tiffanie McNair, Executive Director Community Development

SUBJECT: A public hearing consideration of a memorandum/resolution adopting revisions to the City of Killeen Citizen Participation Plan

BACKGROUND AND FINDINGS:

Pursuant to the citizen participation requirements of 24 CFR Section 91.105, the U.S. Department of Housing and Urban Development (HUD) requires a participating jurisdiction (PJ) to have an approved Citizen Participation Plan (CPP) that outlines policies and procedures for ensuring that residents have an opportunity to be fully engaged in community improvement activities. The Citizen Participation Plan provides the framework through which residents can have input and influence over proposed community development activities particularly the development, implementation, and assessment of programs as outlined in the Five-Year Consolidated Plan (CP), Annual Action Plan (AAP), Consolidated Annual Performance and Evaluation Report (CAPER), Analysis of Impediments to Fair Housing (AI), and other city administered HUD-funded programs.

As a recipient of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) entitlement funds, the City of Killeen is a designated PJ.

The first CPP was approved and adopted by the Killeen City Council in July 1988 with revisions in January 1995, April 1998, January 2011, January 2015, and April 2020; all comply with revised regulations for Community Planning and Development Programs.

The current revision to the CPP will further clarify CD staff and Community Development Advisory Committee (CDAC) responsibilities, modernize the Substantial Amendment criteria, and update other relevant information. Public Notice of the CPP comment period was published in the Killeen Daily Herald on May 18, 2025.

HUD requires that revisions to the CPP be adopted and followed by the PJ until a subsequent revision is proposed.

The first public hearing regarding the proposed CPP revision was held on June 3, 2025. The public comment period was from June 9-July 15, 2025.

THE ALTERNATIVES CONSIDERED:

N/A

Which alternative is recommended? Why?

N/A

CONFORMITY TO CITY POLICY:

Yes, as described in the Citizen Participation Plan, approved by city council.

FINANCIAL IMPACT:

What is the amount of the revenue/expenditure in the current fiscal year? For future years?

N/A

Is this a one-time or recurring revenue/expenditure?

N/A

Is this revenue/expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this revenue/expenditure?

N/A

RECOMMENDATION:

Hold a public hearing and consider a memorandum/resolution adopting revision to the City of Killeen Citizen Participation Plan

DEPARTMENTAL CLEARANCES:

Finance
Legal

ATTACHED SUPPORTING DOCUMENTS:

Citizen Participation Plan Rev. April 2020
Citizen Participation Plan Rev. 2025 Draft
Presentation

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KILLEEN:

That the above stated recommendation is hereby approved and authorized.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Killeen, Texas, this the 15th day of July, 2025, at which meeting a quorum was present, held in accordance with the provisions of V.T.C.A., Government Code, § 551.001 et seq.

Approved As To Form:

Holli C. Clements

Holli C. Clements
CITY ATTORNEY

Approved:

Debbie Nash-King

Debbie Nash-King
MAYOR

Attest:

Laura J. Calcote

Laura J. Calcote
CITY SECRETARY



CITY OF KILLEEN, TEXAS



CITIZEN PARTICIPATION PLAN

As Amended
Adopted - July 1988
Revised January 1995
Revised April 1998
Revised January 2011
Revised January 2015
Revised January 2018
Revised April 28, 2020

City of Killeen
Community Development Department
Killeen, TX 76541
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www.killeentexas.gov/communitydevelopment

TABLE OF CONTENTS

Preface	3
City of Killeen Responsibility	4
Citizen Participation Coordinator	4
Community Development Advisory Committee	4
Public Notices	5
Meetings	6
Use of the Citizen Participation Plan	6
Revision of the Citizen Participation Plan	7
Public Hearings	7
Technical Assistance	8
The Consolidated Plan and Annual Action Plans	8
Performance Report	11
Displacement	11
Amendments	12
Access to Records	13
Availability to the Public	13
Complaints	13

PREFACE

In order to receive CDBG funding, the U.S. Department of Housing and Urban Development (HUD) requires that the City of Killeen have an approved Citizen Participation Plan (CPP) that outlines policies and procedures for ensuring that residents have an opportunity to be fully engaged in community improvement activities. The Citizen Participation Plan provides the framework through which residents can have input and influence improvement activities particularly the development, implementation, and assessment of programs for the Consolidated Plan and other local HUD-funded programs. The first Citizen Participation Plan for the City of Killeen was developed by the Community Development Department under the guidance and requirements of 24 CFR Part 91.105 and complying with Section 104(a)(3) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(A)(3)). The CPP was approved and adopted by the Killeen City Council in July 1988 with revisions in January 1995, April 1998, January 2011, January 2015, and April 2020; all comply with revised regulations for Community Planning and Development Programs.

The consolidated submission process envisions that housing and community development planning and programming will be accomplished through a unified and comprehensive framework that will open new opportunities for collaboration and collective problem solving, involving all residents with citizen participation being an integral part of the City's relationship with the residents it serves. The City of Killeen encourages participation of local and regional institutions and other organizations (including businesses, developers, and community and faith-based organizations) in the process of developing and implementing the consolidated plan. The City will encourage, in consultation with the Housing Authority of Killeen [public housing agency], the participation of residents of public and assisted housing developments, along with residents of targeted revitalization areas in the process of developing and implementing the consolidated plan.

The CPP emphasizes the involvement of all residents, particularly residents of predominantly low- and moderate-income neighborhoods, minorities, and non-English speaking persons, persons with disabilities and persons residing in designated areas proposed to utilize CDBG funds.

The CPP also outlines the process through which the public can participate in the development of the consolidated plan, access general information, receive technical assistance, and to provide comments on any substantial amendments, the annual performance report, and receive timely responses to questions. The City will continue to explore alternative public involvement techniques and quantitative ways to measure efforts that encourage citizen participation in a shared vision for change in the community and neighborhoods, and the review of program performance through focus groups, and use of the Internet.

Involving the community is more than a formality or program requirement; it is the heart of the community development process. The community knows its own needs, and the advice and participation of each member of the community is essential to successful planning and implementation of community development programs. To that end, it is with great expectations that the community, its residents, and elected officials will resolve community and neighborhood concerns through the citizen participation process.

~CITY OF KILLEEN RESPONSIBILITY~

The Citizen Participation Plan is developed so as not to restrict the responsibility or the authority of the City to develop and execute its consolidated plan, annual action plans, program amendments, or performance report.

The Community Development Department (CDD) is responsible for the administration in the development and implementation of community development plans, programs, and services assisting eligible residents, sub-recipient organizations, and City Departments in obtaining and making use of the services and benefits provided by the Community Development Department. The Community Development Department, City staff will:

- Encourage residents to provide input for the Consolidated Plan (CP) and Annual Action Plans (AP) through letters, postings, and notices of such opportunities;
- Make available to all interested parties, information that includes the amount and proposed use of program funds, the estimated number of low- and moderate-income persons estimated to benefit from proposed activities, and the efforts to minimize adverse effects of any program activity on Killeen's residents, including displacement¹;
- Publish notices pertaining to the Consolidated Plan, Annual Action Plans, program/plan amendments, and the Consolidated Annual Performance Report;
- Ensure that each report, plan, or summary provides a detailed overview of each program or service's objectives, outcomes, and performance measurements in compliance with the requirements of HUD Community Planning and Development program funds; and
- Ensure compliance with all federal requirements associated with the use and expenditure of HUD Community Planning and Development program funds.

~CITIZEN PARTICIPATION COORDINATOR~

The administrative authority for the operation of Community Planning and Development programs shall rest with the office of the City Manager. The Executive Director of the Community Development Department (EDCDD) will serve as the approving office for program implementation. In order to provide consistency and a single point-of-contact, the EDCDD and staff will be responsible for insuring that the CPP is carried out and that the City's citizen participation efforts are carefully documented and monitored. The EDCDD will serve as an advisor and secretary to the Community Development Advisory Committee (CDAC), keeping minutes, contacting committee members of hearings and meetings, and providing general program information to the members on a timely basis. The EDCDD may be contacted during regular business hours at 254.501.7847, at Community Development Department offices-802 N. 2ND Street, Building E, or by electronic mail to lhinkle@killeentexas.gov. All requests for information and/or assistance will be channeled through the EDCDD.

~COMMUNITY DEVELOPMENT ADVISORY COMMITTEE~

The Killeen City Council has established a Community Development Advisory Committee to encourage the amount of citizen participation in the planning and implementation of community planning and development programs. The committee consists of ten (10) members directly appointed by the City Council who are broadly representative of all elements in the community.

¹ To minimize and mitigate the effects of displacement, the City will follow the procedures set out under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Uniform Act)

Insofar as practical, the committee will include some residents of low-and moderate-income neighborhoods.

The general duties of the Community Development Advisory Committee will include:

- Conduct community-planning meetings to solicit community input from residents and stakeholders, and assess community needs;
- Assist in the assessment and determination of community needs at both citywide and neighborhood levels and in the development of realistic goals and objectives to meet these needs;
- Assist in the evaluation and recommendation of proposals from community organizations and other eligible entities requesting funding and assistance;
- Assist in the development of specific project proposals for community development in the Consolidated Plan;
- Assist in the development of goals for housing assistance by type and location, and make recommendations to the City Council;
- Assist in the monitoring of current program activities and the evaluation of past program performance; and
- Assist in the implementation of HUD Community Planning and Development programs and modifications as determined by community assessment and HUD requirements.

~PUBLIC NOTICES~

The City of Killeen publicizes information pertaining to community planning and development programs. The EDCDD is responsible for insuring timely and descriptive notices are conveyed to the community through conventional and alternative mediums including methods such as newspaper, radio, television announcements, bulletin board postings, Internet, email, web page postings, and other acceptable means of communication. The various means of communication may include:

- Posting notices at various public places frequented by low-and moderate-income persons, i.e. City Utility Collections offices, City Hall, City Public Library, area Community Centers, and at the Killeen Housing Authority, etc.
- Providing notices to social and community service agencies that assist children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons; and
- Providing notices to local and regional institutions and other organizations including businesses, developers, and community, neighborhood, civic, and faith-based organizations

Notices may incorporate measures to allow for immediate response to current and/or future declarations of disaster and emergencies whereby the use and expenditures of funding may address and the need for immediate response to a declared disaster and/or emergency. Such notices will contain community planning and development information and be published on the Internet at the City web page in advance of scheduled specific actions to be considered. As budgeting permits, publication will be in a newspaper of general circulation and daily publication primarily serving the Killeen area.

Notices published in the daily newspaper will appear in the non-legal, non-classified section of the publication. At a minimum, the notices shall be written in the English language, easily readable and include the date, time, place, and general topics to be considered.

Notices will be published in English language. Additionally, notices will be published in non-English language(s) at such time the population of persons in Killeen equal 15% or more of the total population of Killeen city [according to U.S. Census Bureau Data]. (i.e., an estimated 22.9%² of the population of Killeen is Hispanic; therefore notices will also be published in the Spanish language).

~MEETINGS~

The City will provide citizens reasonable and timely access to local meetings whether virtual or live including, but not limited to Community Development Advisory Committee Meetings, Community Planning Meetings, Town Hall Meetings, and City Council Meetings. These meetings will be typical of informal "community" meetings where attendees will be given an opportunity to participate and engage in communications on housing and community development needs including priority non-housing community development needs.

The City will require a register of all persons attending the meeting and minutes of the meeting will be recorded. A copy of the attendee register and the minutes of the meeting will be available to the public within five (5) business days after the date of the meeting.

Community Development Advisory Committee Meetings and Community Planning Meetings will be held at easily accessible locations where a large percentage of very low- and low-income persons have been identified to reside.

Because it is anticipated that representatives of the local Hispanic population will attend these meetings, the City will have a bilingual representative available, fluent in both English and Spanish languages. The City shall provide translators for non-English speaking groups (e.g. Korean) upon requests received at least 48 hours prior to the meeting.

~USE OF THE CITIZEN PARTICIPATION PLAN~

The City of Killeen will follow guidelines established in the Citizen Participation Plan and will provide for any revisions or changes in accordance to the CPP. The CPP will be made available to all citizens and in a format accessible to persons with disabilities.

GOALS OF THE CITIZEN PARTICIPATION PLAN

The goals of the Citizen Participation Plan are to:

- Identify the authority and responsibilities of the City of Killeen with regard to adherence of federal statutory, regulatory, and written guidance associated with application, receipt and use of U.S. Department of Housing and Urban Development-Community Planning and Development Programs funding;
- Ensure that development of the Consolidated Plan is responsive to the needs of Killeen's low- and moderate-income residents;

² U.S. Census bureau State & County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing. Last Revised: Thursday December 4, 2014 09:57:02 EST.

- Provide a framework for residents, and community and neighborhood-based organizations to have input in the planning implementation, coordination, and assessment of the Consolidated Plan. The CPP details the proposed use of the City's HUD funded Community Planning and Development Programs;
- Ensure maximum participation from all interested local and regional developers including Community Housing Development Organizations (CHDOs), Community Based Development Organizations (CBDOs), and Community Development Corporations (CDCs) in partnership with the City to secure decent housing, create suitable living environments and expand economic opportunities for residents of the Killeen community.

~REVISION OF THE CITIZEN PARTICIPATION PLAN~

At such time the Citizen Participation Plan requires revision, the Community Development Department will publish a notice on its Internet web site. The notice will indicate that the Citizen Participation Plan has been revised, identify how a copy of the document may be obtained, and invite public comments.

Unforeseen events, emergency situations, and declarations of disaster requiring revisions to the CPP will provide a public review/comment period for a minimum of five (5) days. Citizens will have 5 days to review the amended CPP and submit comments to the City of Killeen through the Community Development Department otherwise the public review/comment period will be for fifteen (15) days. All citizen comments will be maintained on file. Upon request, arrangements will be made to accommodate requirements for persons with disabilities to access the amended CPP.

~PUBLIC HEARINGS~

The EDCDD will initiate, schedule and publicize any public hearings pertaining to the receipt, use, and expenditure of HUD Community Planning and Development program funds. A minimum of two (2) public hearings, per year, will be conducted in the program year to obtain citizens' views and to respond to proposals and questions. Together, the hearings will address housing and community development needs, development of proposed activities, and review of program performance. At least one of the hearings will be held before the proposed consolidated plan is published for comment.

Public hearing notices may incorporate measures to allow for immediate response to current and/or future declarations of disaster and emergencies whereby use and expenditures associated with allocations and receipt of funding provided by the U.S. Department of Housing and Urban Development (HUD) will require statutory and regulatory requirements to address an immediate response to the declared disaster and/or emergency. This type of public hearing notice will be published on the Internet at the City web page in advance of the public hearing date, otherwise public hearing notices will be published in accordance with the PUBLIC NOTICES section of this plan. All public hearing notices will include sufficient information about the subject of the hearing. Public Hearings notices will be published on the Internet at the City web page in advance of the public hearing date.

Public Hearings will be held primarily in City Council Chambers, 101 N. College Street, Killeen, Texas. Public Hearings required to address immediate response to current and/or future declarations of disaster and emergencies may be held by “virtual” means using live streaming video, audio, and/or text to allow people, regardless of their location, to receive and comment on information and data in real-time without being physically located together. Citizens will be provided reasonable notification of and access to public hearings as relevant information permits.

In the case of public hearings where significant number of non-English speaking residents can be reasonably expected to participate, the City shall have a person fluent in both English and the non-English language. Requests for accommodations for persons with disabilities or persons requiring language translation shall be met providing a minimum of 48 hours’ notice prior to the date and time of the hearing.

Public hearings will be held primarily after 5:00 PM to accommodate persons who work during the day.

~TECHNICAL ASSISTANCE~

The City of Killeen will provide technical assistance to all interested persons/parties so they may adequately participate in the planning, implementing, and assessing of community development programs. Technical assistance will also be available for assisting community organizations serving low- and moderate-income persons or that provide services in target areas in developing their proposals for HUD-CPD funded programs.

Technical assistance will include review and analysis of proposals by City staff specialists, the use of public meeting rooms, and access to program information. Technical assistance may be offered as one-on-one sessions, group training, or at community meetings and/or workshops. If staff capability does not exist to handle a request within a reasonable time period or an expenditure of funds is required, then the request will be routed through the City Manager to determine what action can be taken to more expeditiously resolve the issue.

~THE CONSOLIDATED PLAN AND ANNUAL ACTION PLANS~

Development of the Consolidated Plan

Every three to five years the City will submit to HUD, a strategic plan of action describing local housing and community conditions, general and geographical priorities including the rationale for establishing priorities, identification of obstacles to meeting underserved needs, a summarization of specific objectives and expected outcomes addressing-affordable housing, public housing, homelessness, other special needs of categorized persons, non-housing community development needs, neighborhood revitalization, anti-poverty strategy, the institutional structures and its strengths and weaknesses in its delivery system. Local resources and coordination of those resources, and the lead agency or entity responsible for overseeing the development of the plan will be identified and the significant aspects of the process by which the consolidated plan was developed. The Consolidated Plan will also identify the agencies, groups, organizations, and others who participated in the development process, a description of the City’s consultations

with social service, health, housing, child services, and other entities, and a concise summary of the citizen review process and public comments.

Development of Annual Action Plans

In accordance with the requirements of the Consolidated Plan (CP), annually, the City will submit a concise summary of objectives and expected outcomes of proposed activities that the jurisdiction will undertake during the next year to address priority needs and objectives identified in the Consolidated Plan. The Annual Action Plan (AP) will also include an evaluation of past performance, geographic distribution of available resources, consultation efforts, and a summary of citizen participation.

At a minimum, the planning and development of the Consolidated Plan and Annual Action Plans will include:

Notice of Community Planning Meetings. A notice of community planning meetings, to be conducted at designated locations, will be published in the local daily newspaper and on the Internet at the City's web page. These meetings will be conducted by the Community Development Advisory Committee and the EDCDD to provide program information and to offer technical assistance to citizens, community organizations, and other eligible entities. The notice will be published at least seventy-two hours (72) hours / three (3) calendar days in advance of the meeting(s) in the non-legal section of the local newspaper and at least three (3) days in advance on the Internet at the City's Community Development Department Community Planning Meetings web page. The notice will contain:

- Information on program funds made available from the U.S. Department of Housing and Urban Development-Community Planning and Development programs;
- The scheduled date, time, location, and general topics of discussion for the meetings; and
- The notice will be published in other non-English languages as described in the Public Notices section of this plan.

Accessible Meeting Materials. General information will be provided at the meeting either in the form of a brochure/handout or in an audio-visual presentation of program and meeting content. The City will use such means as signing interpretation for deaf persons, non-English language interpreters, and large print materials for sight impaired persons. Such material will include:

- The anticipated amount of HUD Community Planning and Development Program funds;
- The summary of requirements and the type of activities that may be undertaken including the type of activities previously funded in Killeen;
- The processes to be followed in the application/proposal process;
- The role of citizens in the planning process;
- The schedule of meetings and hearings associated with the Consolidated Plan and Action Plans

Location of Community Planning Meetings. The community planning meetings will be held throughout the City in locations easily accessible by low- and moderate-income persons, and to interested groups, and organizations.

Project Proposal/Application.

The Community Development Department is responsible for development of an annual project proposal/application. The proposal/application will aid City staff and CDAC in the review and recommendation of eligible activities [projects, programs, or services] to be funded by the HUD-CPD programs. The proposal submittal will be open for a period not less than thirty-days. The CDD will provide applicants with technical assistance in completing the proposal/application.

Any oral project suggestions during planned meetings will be followed by encouragement to submit written project proposals.

Committee Review and Recommendation of Proposals. Upon the close of the proposal/application period, the Community Development Advisory Committee will meet, receive presentations from proposal applicants, discuss, and rank/prioritize the eligible projects submitted based on the priority needs expressed in the Community Planning Meetings and consistent with established goals and objectives identified by community stakeholders. The CDAC will then submit their recommendation to the Killeen City Council during two public hearings.

Review and Recommendation Associated With Response to Emergencies, Declarations of Disaster. Measures requiring immediate response to emergencies or declarations of disaster will be guided by the U.S. Department of Housing and Urban Development, or other fund source, to immediately address a response to an emergency, disastrous/catastrophic condition, or other such situation that requires protection, preparation and prevention of a potentially disastrous/catastrophic condition from occurring. The Killeen City Manager and/or his/her designee and the EDCDD will discuss proposed uses that will, to the greatest extent feasible, offer relief to the affected residents and the Killeen community.

Public Hearings. Following the community planning meetings and the annual request for proposals, the City Council will hold two public hearings to consider and review the recommendations from the CDAC and to hear citizen comments pertaining to these recommendations. At these public hearings, citizens and community organizations will be given the opportunity to present their proposals to the City Council for final consideration.

During the public hearings, citizens are invited to comment on the proposed plan(s) and provide comments or views in writing, or orally; a summary of these comments or views shall be attached to the submission to HUD.

Following the first public hearing, the EDCDD will prepare a notice of the proposed Action Plan of community development objectives and a summary of the proposed strategy detailed in the Consolidated Plan, and publish the notice in the local daily newspaper and on the Internet at the City's web page opening a 30-day public comment period. The notice will advise interested parties that a copy of the proposed action plan is on the Internet, at the "in this section" of the City's Community Development Department web page and on file in the Community Development Department office for public review. It will state that interested parties may submit any comments on the proposed action plan or Consolidated Plan for consideration prior to the final (second) public hearing and those comments shall be directed to the Executive Director of the Community Development Department. A summary of the public comments will be attached to the final version of the Annual Action Plan, Consolidated Plan, or such amendments to those plans.

Upon hearing any public comment and after consideration of these comments, the City Council may modify the proposed plan(s) if deemed appropriate. The City Council will adopt the plan(s) or amendments [as applicable] through an official Ordinance. Any additional public comments received will be included in the final plan(s) or amendment(s) submission to HUD.

Notice of Final Plan(s)/Amendment(s). Upon submission of the final plan(s) or amendment(s) and subsequent acceptance by HUD, the EDCDD will prepare and publish a notice advising interested parties where copies of such plan(s) or amendment(s) are available for public view.

The notice will indicate that objections can be filed with the City in the Community Development Department office. The DCDD will provide a written response to the complaint or objection within fifteen (15) business days of receipt of such complaint or objection.

Program Implementation. The Community Development Department will implement the approved projects with the applicant/sub-recipient entities for the program year. Periodically the EDCDD will meet with the CDAC, interested citizens, community agencies and other entities for the purpose of reviewing the overall status of projects and to consider and approve necessary changes in the program. All meetings will be open to the public and the status of approved projects will be discussed to allow citizens and interested groups an opportunity to voice concerns. Notice of these meetings shall be given in the same manner as other City appointed boards, commissions, and committee meetings.

~PERFORMANCE REPORT~

The Consolidated Annual Performance and Evaluation Report (CAPER) is submitted to HUD not later than ninety (90) days following the end of each program year, or as allowed by the funding authority due to emergency and or disastrous/catastrophic situations.

This report summarizes resources available, investment, affordable housing initiatives and accomplishments, geographic areas targeted for implementation, households assisted, household renters assisted through Public Housing administrators, assisted homeless persons, intergovernmental cooperation, public housing improvements and resident initiatives, public policies, lead based paint hazard reductions, fair housing, institutional structure, assessment of annual performance and summary of citizen comments.

Prior to the submission of the report to HUD, the City will publish a public notice soliciting citizen comment for a period of fifteen (15) days. Submission(s) due to HUD in situations of emergency, current and/or future declarations of disaster will be published for citizen comment for a period as allowed by statutory and regulatory requirements of the funding source.

Citizens may view the proposed report at Community Development Department offices or on the Internet at the City of Killeen Community Development Department web page.

Comments or views received pertaining to the development and contents of the report will be considered by the City and shall be included in the submission of the report to HUD. The final report will be available on the Internet at the City's Community Development Department web page and at the Community Development Department offices.

~DISPLACEMENT~

The City of Killeen does not anticipate the displacement of persons, as defined in Code of Federal Regulations Section 470.612(a) (24 CFR Section 470.612(a)), as a result of its activities during the development of the Consolidated Plan or Annual Action Plans however, should displacement occur as a result of community development programs, the City of Killeen will minimize and mitigate the effects of displacement by following the procedures set out under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Uniform Act).

When displacement is unavoidable, the EDCDD will notify the affected residents in writing informing them of the types of services available for displacement in accordance with the Uniform Act.

In the event that an affected resident disagrees with the need for displacement, the resident may file a written appeal with the Community Development Department Executive Director.

~AMENDMENTS~

The City is required to amend the Annual Action Plan or Consolidated Plan whenever it adds or deletes projects during the program year or substantially changes the purpose, scope, location, or beneficiaries of an activity. Amendments include changes in objectives, goals, strategies, resources available, etc. Reprogramming of funds may be necessitated by cost overruns, unforeseen circumstances, or low bids.

The CDD has identified the following criteria for what constitutes a substantial change or amendment in the planned or actual activities of the Consolidated Plan or Annual Action Plan:

- PURPOSE** When the purpose of a project/program/activity is redesigned because of a significant change in how the funds will be used or the inclusion of a funding component not previously described in the Consolidated Plan or Annual Action Plan.

- SCOPE/BUDGET** When the scope or a monetary change, of a project/program/activity, by an increase to the budget equal to 25% or more [from the originally approved allocation] and not previously described in the Consolidated Plan or Annual Action Plan.

- LOCATION** When the location of a project/program/activity is changed from the original site(s)/location(s) and not previously described in the Consolidated Plan or Annual Action Plan.

- BENEFICIARIES** When the beneficiary population is changed from the original type [limited clientele to area benefit, seniors to children, job benefit to housing, etc.] and not previously described in the Consolidated Plan or Annual Action Plan.

Such amendments will be presented to the Community Development Advisory Committee at any of the regular or special called meetings of that committee. Following this meeting, the CDAC will submit its recommendation to the City Council on the program amendment. The City of Killeen will also consider written comments or views submitted by citizens in the preparation of a substantial amendment to the Consolidated Plan. The proposed amendment will be published in accordance with the PUBLIC NOTICES section in this plan for a citizen review period of for thirty (30) days. In the event of declared emergency situations or current and/or future declarations of disaster the proposed amendment will be published for five (5) days. The City Council will act on the proposed amendment at a City Council Meeting in which proper notice of program amendment has been given.

~ACCESS TO RECORDS~

The City of Killeen will provide timely access to information and records relating to the City's Consolidated Plan and use of funding under the HUD-CPD programs covered in the Plan from the preceding five years to citizens, public agencies and other interested parties. Information will be requested through the Community Development Department.

The request will be processed in accordance with the City of Killeen Open Records Requests policy and the Texas Open Records Act, V.T.C.A., Government Code, § 551.001 *et seq.*

~AVAILABILITY TO THE PUBLIC~

Copies of the Consolidated Plan and Annual Action Plans, as adopted, any substantial amendments, and the Consolidated Annual Performance Evaluation Report will be available to the public on the Internet at the City's Community Development Department web page and in hardcopy at the Community Development Department office at 802 N. 2nd Street, Building E, Killeen, Texas 76541.

~COMPLAINTS~

Complaints about the Community Planning Meetings, Meetings, Public Hearings, the Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report may be submitted in writing to the Community Development Department Executive Director. Written complaints may be filed at:

City of Killeen
Director of Community Development Department
P.O. Box 1329
Killeen, Texas 76540-1329

Each complaint will receive a written response within fifteen (15) business days of receipt. The EDCDD will make every attempt to resolve the complaint in a timely manner. The Community Development Department will maintain a log of all complaints and responses for a period of five (5) years.

In the event the complaint is not satisfied, the plaintiff may request submittal and resolution to the next level of management (the Assistant City Manager-External Services, the City Manager, and then the City Council.) Every level of management will make every effort to equitably resolve a complaint.



KILLEEN
TEXAS

Citizen Participation Plan

Revised
July 15, 2025

City of Killeen
Department of Community Development
802 N. 2nd Street, Building E
Killeen, TX 76541
www.killeentexas.gov

CITY OF KILLEEN CITIZEN PARTICIPATION PLAN

I. Background

Participating Jurisdictions (PJs) that receive U.S. Department of Housing and Urban Development (HUD) entitlement grant funds must develop a Citizen Participation Plan (CPP). The CPP describes efforts that will be undertaken to encourage community members to participate in the development of the City's federal reports: Assessment of Fair Housing/Analysis of Impediments (AFH/AI/AI), Consolidated Plan (CP), Annual Action Plan (AAP), and the Consolidated Annual Performance and Evaluation Report (CAPER).

The CPP is designed to encourage the participation of city residents in the development of the federal reports listed above, particularly those residents who are predominantly low- and moderate-income. For purposes of CDBG funding, a resident is considered to be low-income if their family income equals 50% or less of area median income (AMI), as estimated by HUD. A person is considered to be moderate-income if their household income is between 50% and 80% of AMI. Predominately low-to moderate-income neighborhoods are defined as any neighborhood where at least 51% of the residents have incomes equal to or below 80% of the AMI for any given year. The determination of whether a neighborhood meets the low-to moderate income definition is made by the City at the time a project of area-wide benefit is funded based on current data provided by HUD.

Any person that resides in the City of Killeen is encouraged to provide input about the federal reporting process as outlined in this CPP. The City takes appropriate actions to encourage the participation of persons of minority backgrounds, persons with limited-English proficiency, and persons with disabilities.

The City of Killeen is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. The City of Killeen does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs and activities.

The City of Killeen also encourages participation of local and regional institutions and other organizations (including businesses, developers, and community and faith- based organizations) in the process of developing and implementing the Consolidated Plan and related reports. The City will encourage, in consultation with the Killeen Housing Authority, the participation of residents of public and assisted housing developments, along with residents of targeted revitalization areas in the process of developing and implementing the consolidated plan.

The City of Killeen considers it the right of all Killeen's residents to have the opportunity to provide input and comment on the use of public funds and the community's needs related to affordable housing and community and economic development.

II. Purpose

Pursuant to the citizen participation requirements of 24 CFR Section 91 .105 and 24 CFR Part 5, the City of Killeen sets forth the following amended Citizen Participation Plan as it relates to the administration of the Community Planning and Development (CPD) programs funded by

the U.S. Department of Housing and Urban Development (HUD). The Citizen Participation Plan presents the City's plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

- 1) The Citizen Participation Plan
- 2) The Assessment of Fair Housing/Analysis of Impediments (AFH/AI)
- 3) The Consolidated Plan (CP)
- 4) The Annual Action Plan (AAP)
- 5) The Consolidated Annual Performance and Evaluation Report (CAPER), and
- 6) Substantial Amendment to the CP or AAP.

The purpose of programs that are covered by this CPP is to improve the Killeen community by providing: decent housing, a suitable living environment, and growing economic opportunities – all principally for low- and moderate- income households.

This document outlines how members of the Killeen community may participate in the six planning areas listed above. General requirements for all or most activities are described in detail in "Section x. General Requirements" of the CPP. The CPP is developed so as not to restrict the responsibility or the authority of the City to develop and execute its consolidated plan, annual action plans, consolidated annual performance and evaluation report, or amendments.

III. HUD PROGRAMS

The City of Killeen receives two (2) entitlement grants from HUD, to help address the City's affordable housing, community and economic development needs. The two (2) grant programs are described below:

1. ***Community Development Block Grant Program (CDBG)***: Title I of the Housing and Community Development Act of 1974 (PL 93-383) created the CDBG program. It was reauthorized in 1990 as part of the Cranston-Gonzalez National Affordable Housing Act. The primary objective of the CDBG program is to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic development opportunities for persons of low-and moderate income.

The City develops locally defined programs and funding priorities for CDBG, but activities must address one or more of the national objectives of the CDBG program. The three national objectives are: (1) to benefit low- and moderate- income persons; (2) to aid in the prevention or elimination of slums or blight; and/or (3) to meet other urgent community development needs. The City of Killeen's CDBG program emphasizes activities that directly benefit low- and moderate-income persons.

2. ***HOME Investment Partnerships Program (HOME)***: HOME was introduced in the Cranston- Gonzalez National Affordable Housing Act of 1990 and provides funding for housing rehabilitation, new housing construction, acquisition of affordable housing, and tenant-based rental assistance. A portion of the funds (15 percent) must be set aside for community housing development organizations (CHDOs) that are certified by the City of

Killeen.

IV. PROGRAM YEAR/FISCAL YEAR

The City of Killeen's program/fiscal year begins October 1 and ends September 30.

V. LEAD DEPARTMENT

A. COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department (CDD), specifically, the Community Development Division, is designated by the Killeen City Council as the single point of contact for HUD, and is the lead department for CDBG and HOME grant programs.

The CDD is responsible for developing the CP, AAP, CAPER, and program/plan amendments, as well as revisions to the CPP. The CDD coordinates with Killeen Housing Authority (KHA), boards and other community agencies to develop these documents.

Additionally, CDD is responsible for the administration and implementation of community development plans, programs, and services assisting eligible residents, sub-recipient organizations, and City Departments in obtaining and making use of the services and benefits provided by the CDD. The CDD staff will:

- Encourage residents and community stakeholders to assess community needs and provide input for the AFH/AI/AI, CP, AAP, CAPER, and SA by conducting community planning meetings, soliciting feedback through written comments, postings, and public notices of such opportunities.
- Make available to all interested parties, information that includes the amount and proposed use of program funds, the estimated number of low- and moderate-income persons estimated to benefit from proposed activities, and the efforts to minimize adverse effects of any program activity on Killeen's residents, including displacement.
- Publish notices pertaining to the CP, AAP, program/plan amendments, and the CAPER.
- Ensure that each report, plan, or summary provides a detailed overview of each program or service's objectives, outcomes, and performance measurements in compliance with the requirements of HUD Community Planning and Development program funds.
- Ensure compliance with all federal requirements associated with the use and expenditure of HUD CPD program funds.

B. EXECUTIVE DIRECTOR OF COMMUNITY DEVELOPMENT

The administrative authority for the operation of City of Killeen CPD programs shall rest with the office of the City Manager. The Executive Director of the Community Development (EDCD) will serve as the approving office for program implementation.

The Executive Director of Community Development:

- Will serve as an advisor and secretary to the Community Development Advisory Committee (CDAC), keeping minutes, contacting committee members of hearings and meetings, and providing general program information to the CDAC members.
- May designate the Community Development Division to fulfill secretarial duties for CDAC.

VI. COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

The Killeen City Council has established a Community Development Advisory Committee (CDAC) to encourage citizen participation in the planning and implementation of community planning and development programs. The committee consists of ten (10) members directly appointed by the City Council who are broadly representative of all elements in the community. Insofar as applicable, the committee will include residents of low and moderate-income areas.

The general duties of the Community Development Advisory Committee will include:

- Attendance of a minimum of one (1) in community-planning meetings to solicit community input from residents and community stakeholders, and assess community needs;
- Assist in the assessment and determination of community needs at both citywide and neighborhood levels and in the development of realistic goals and objectives to meet these needs.
- Assist in the evaluation of proposals from community organizations and other eligible entities requesting funding and make recommendations to the Killeen City Council for awarding funds based on community needs and priorities.
- Assist in the development of specific project proposals for community development in the Consolidated Plan.
- Assist in the development of goals for housing assistance by type, location, and make recommendations for such to the Killeen City Council.
- Assist in the implementation of HUD Community Planning and Development programs and modifications as determined by community assessment and HUD requirements.

The Killeen City Council may, at its sole discretion, modify, accept, or reject CDAC recommendations for award allocations.

VII. PLANNING ACTIVITIES SUBJECT TO CITIZEN PARTICIPATION PLAN

A. CITIZEN PARTICIPATION PLAN

Amendments to the Approved Citizen Participation Plan

The City of Killeen will follow guidelines established in the Citizen Participation Plan and will provide for any revisions or changes in accordance with the CPP. The CPP will be made available to all citizens including in a format accessible to persons with disabilities as requested.

The City will review the Citizen Participation Plan (CPP) at least every five years as part of the Consolidated Planning process to determine if enhancements or modifications are needed; if changes are necessary, CDD staff will draft them, and the amended CPP will be made available for public review for not less than 15 days prior to City consideration and adoption, which may occur concurrently with the public review and comment process for the Consolidated Plan (CP).

1. After reasonable notice, the proposed revisions will be available to the public for not less than 15 days for written comment.
2. The City Council shall hold a public hearing to receive oral public comments on the proposed change.
4. If approved by Killeen City Council, the CPP will be available at Killeen City Hall (City Secretary Office), Community Development Department, and the Community

Development Department webpage (www.killeentexas.gov/289/Community-Development).

Public Notice of CPP Amendment

The Community Development Department will publish a notice in the local newspaper, on its webpage and other city online platforms. The notice will indicate that the Citizen Participation Plan has been revised, identify how a copy of the document may be obtained, and invite public comments.

1. Amendment Considerations

The City will amend the Citizen Participation Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its HUD programs. Substantial amendments to the Citizen Participation Plan may be required should a provision of the Plan be found by the City to conflict with HUD regulations, or when changes in HUD regulations occur. Edits to the Plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

2. Draft Plan Review

The draft Amended Citizen Participation Plan will be made available for public review for a period of not less than 15-days prior to City consideration and adoption, and may be done concurrently with the public review and comment process for the CP.

a. Emergency Plan Review

Unforeseen events, emergency situations, and declarations of disaster requiring revisions to the CPP will provide a public review/comment period for a minimum of five (5) days. Citizens will have 5 days to review the amended CPP and submit comments to the City of Killeen through the CDD.

b. Comments Received on Draft Amended Citizen Participation Plan

Written comments will be accepted by the ED CD, or a designee, during the public review period. A summary of all written comments and those received orally during the public hearing, as well as the City's responses to all written comments, will be attached to the Amended Citizen Participation Plan prior to submission to HUD.

All citizen comments will be maintained on file for 5 years. Upon request, arrangements will be made to accommodate requirements for persons with disabilities to access the amended CPP.

B. ASSESSMENT OF FAIR HOUSING. The Assessment of Fair Housing/Analysis of Impediments (AFH/AI) is a planning document prepared in accordance with HUD regulations at 24 CFR 91.105 and 24 CFR 5.150 through 5.166, which became effective June 30, 2015. This AFH/AI/AI includes an analysis of fair housing data, assesses fair housing issues and contributing factors, and identifies the City's fair housing priorities and goals for affirmatively furthering fair housing.

- 1. Stakeholder Consultation and Outreach.** In the development of the AFH/AI, the City will consult with other public and private agencies including, but not limited to, the following:

- Local public housing authority.
- Other assisted housing providers.
- Social service providers including those focusing on services to minorities, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Community-based and regionally based organizations that represent protected class members and organizations that enforce fair housing laws.
- Government and non-government agencies involved in county-wide planning and transportation responsibilities.
- Financial and lending sector partners.
- Organizations that specialize in resilience and disaster recovery.
- Individual contributors.

A variety of mechanisms may be utilized to solicit input from these entities. These could include telephone or personal interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

2. **Publishing Data.** City staff shall make any proposed analysis and the relevant documents, including the HUD-provided data and any other data to be included in the AFH/AI, available to the public in a manner that affords diverse residents and others the opportunity to examine the content.
3. **Public Display and Comment Period.** The draft AFH/AI will be placed on display in physical and online form for a period of no less than 30 calendar days to encourage public review and comment. The public notice shall include a brief summary of the content and purpose of the draft AFH/AI, the dates of the public display and comment period, the locations where copies of the proposed document can be examined, how comments will be accepted, and the anticipated submission date to HUD, as applicable

The draft AFH/AI will be made available at Killeen City Hall (City Secretary Office, Community Development Department, Killeen Public libraries, community/senior centers, and on the Community Development Department's webpage (www.killentexas.gov/289/Community-Development)). In addition, upon request, federal reports will be provided in a form accessible to persons with disabilities.

4. **Comments Received on the Draft Assessment of Fair Housing/Analysis of Impediments.** Comments will be accepted by the City contact person, or a designee, during the 30-day public comment period. The City will consider any comments or views received in writing, or orally during public hearings. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AFH/AI for submission to HUD, as applicable.
5. **Submission to HUD.** All written or oral testimony will be considered in preparation of the final AFH/AI. The AFH/AI will be submitted to HUD 60 days before the Consolidated Plan is due.
6. **Revisions to AFH/AI.** A HUD-accepted AFH/AI must be revised and submitted to HUD for review when either of the following situations occurs:

- a. A material change occurs. A material change is one that both;
 - i) impacts the circumstances in the City which may include natural disasters, significant demographic changes, new significant contributing factors, and civil rights findings and,
 - ii) causes alterations to the AFH/AI's analyses, contributing factors, priorities, and/or goals.
- b. The City receives a written notification from HUD specifying a material change.

Whenever a revision to the Assessment of Fair Housing/Analysis to Impediments is proposed, the revision will be available for public comment for a period of thirty (30) days before submission to HUD, as applicable. A revision to the Assessment of Fair Housing/Analysis of Impediments will not be implemented until the conclusion of the 30-day public comment period. A summary of all comments or views received in writing, or orally during the comment period will be attached to the revision upon submission to HUD.

C. CONSOLIDATED PLAN. Every three to five years, the City will submit a Consolidated Plan to HUD that describes local housing and community conditions; establishes general and geographic priorities along with the rationale for those priorities; identifies obstacles to meeting the needs of underserved populations; and summarizes specific objectives and anticipated outcomes. The Plan will address affordable housing, public housing, homelessness, special needs populations, non-housing community development needs, neighborhood revitalization, and anti-poverty strategies. It will also outline the institutional structure, including strengths and weaknesses in the service delivery system, identify available local resources and how they are coordinated, name the lead agency responsible for overseeing the Plan, and describe the significant elements of the planning process.

Community member participation is an essential component in the development of the Consolidated Plan, including amending the plan as well as reporting on program performance. Consultations, public hearings, community meetings, surveys and opportunities to provide written comment are all a part of the strategy to obtain community member input. The City will make special efforts to encourage the participation of all community members including minorities, the non-English speaking population, and persons with disabilities. Actions for public participation in the Consolidated Plan follow:

1. ***Consultations with Other Community Institutions.*** In developing the Consolidated Plan, the City will identify and consult with public and private agencies, both for-profit and non-profits that either provide or have direct impact on the broad range of housing, health, and social services needed by Killeen residents. Consultations may take place through meetings, committees, or other means with which to coordinate information and facilitate communication. The purpose of these meetings is to gather information and data on the community and economic development needs of the community. The City will seek specific input to identify the needs of persons experiencing homelessness or at -risk of homelessness, persons with disabilities, and other special populations.
2. ***Utilize Quantitative and Qualitative Data on Community Needs.*** City staff shall review relevant data and conduct necessary evaluation and analysis to provide an accurate assessment of community needs and priorities on which to base strategic recommendations.

3. **Public Hearings.** There will be a minimum of two (2) public hearings at two different stages of the program year before the City of Killeen Council to obtain citizens' views and to respond to proposals and questions. At least one of these hearings shall held before the proposed consolidated plan is published for comment. Together, the hearings will address housing and community development needs, development of proposed activities, and review of program performance.

Public Hearings will primarily be held in the City Council Chambers at 101 N. College St., Killeen, Texas. In response to current or future disasters or emergencies, hearings may be conducted virtually via live video, audio, or text to ensure real-time public access and participation. Notices and access details will be provided in a reasonable timeframe.

Public hearings will be held primarily after 5:00 PM to accommodate persons who work during the day.

4. **Written Comments.** Based on public input and quantitative analysis, City staff will prepare a draft Consolidated Plan, which includes proposed allocations of first-year funding. A period of no less than 30 calendar days will be provided to receive written comments on the draft Consolidated Plan. The draft plan will be made available at Killeen City Hall, Killeen public libraries, public housing authorities, community centers, at the Community Development Division's office, and on the Community Development Department website (www.KilleenTexas.gov/289/Community-Development). In addition, upon request, federal reports will be provided in a form accessible to persons with disabilities.
5. **Final Action on the Consolidated Plan.** All written or oral comment provided will be considered in preparing the final Consolidated Plan. A summary of comment received, and the City's reasons for accepting or not accepting the comments must be included in the final document. The City Council will consider these comments, CDAC recommendations, and the recommendations of the City Manager before taking final action on the Consolidated Plan. Final action by the City Council will occur at the close of the second City Council public hearing on the draft plan. When approved by City Council, the Consolidated Plan will be submitted to HUD by no later than August 15 each year.

D. ONE-YEAR ACTION PLAN. Each year the City must submit an Annual Action Plan (AAP) to HUD, reporting on how that year's funding allocation for the two (2) HUD entitlement grants will be used to achieve the goals outlined in the Consolidated Plan.

1. City staff will gather input from community members and from community consultations to prepare the draft Annual Action Plan and report progress on the Fair Housing Action Plan (as applicable).
2. There shall be two public hearings to receive community member input on the community needs, including funding allocations. One public hearing shall be before the proposed AAP is published for comment.
3. City staff will gather public input and statistical data to prepare the draft Annual Action Plan. A draft Annual Action Plan will be available for not less than 30 days for public comment after reasonable notice to the public is given.
4. During this comment period, the EDCD shall receive public comments on the draft Annual

Action Plan and Consolidated Plan.

5. The CDAC will be given the opportunity to make recommendations to the City Council prior to its final action.

Final Action on the Annual Action Plan. All written or oral comment provided will be considered in preparing the final Annual Action Plan. A summary of comment received, and the City's reasons for accepting or not accepting the comments must be included in the final document. The City Council will consider these comments, CDAC recommendations, and the recommendations of the City Manager before taking final action on the Annual Action Plan. Final action by the City Council will occur at the close of the second City Council public hearing on the draft plan. When approved by City Council, the Annual Action Plan will be submitted to HUD by no later than August 15 each year.

E. SUBSTANTIAL AMENDMENTS TO CONSOLIDATED/ACTION PLAN. Recognizing that changes during the year may be necessary to the Consolidated Plan and Annual Action Plan after approval, the Citizen Participation Plan allows for "substantial amendments" to plans. These "substantial amendments" apply only to changes in CDBG funding allocations. Changes in funding allocation for the HOME program received by the City of Killeen is not required to secure public review and comment. The CPP defines a substantial amendment as:

The addition or deletion of projects during the program year or substantially changes the purpose, scope, location, or beneficiaries of an activity. Amendments include changes in objectives, goals, strategies, resources available, etc. Reprogramming of funds may be necessitated by cost overruns, unforeseen circumstances, or low bids.

The CDD has identified the following criteria for the requirement of a substantial change or amendment in the planned or actual activities of the Consolidated Plan or Annual Action Plan:

1. **Purpose:** When the purpose of a project/program/activity is redesigned because of a significant change in how the funds will be used or the inclusion of a funding component not previously described in the Consolidated Plan or Annual Action Plan.
2. **Scope/Budget:** When the scope or a monetary change, of a project/program/activity, by an increase to the budget equal to 25% or more from the originally approved allocation and not previously described in the Consolidated Plan or Annual Action Plan.
3. **Location:** When the location of a project/program/activity is changed from the original site(s)/location(s) and not previously described in the Consolidated Plan or Annual Action Plan.
4. **Beneficiaries:** When the beneficiary population is changed from the original type [limited clientele to area benefit, seniors to children, job benefit to housing, etc.] and not previously described in the Consolidated Plan or Annual Action Plan.

In the event of a proposed substantial amendment to the governing Consolidated Plan or Annual Action Plan:

1. CD staff will present the proposed substantial amendment to the CDAC at a regular or special called meeting of that committee.

2. CD staff will draft the amendment and publish a brief summary of the proposed substantial amendment(s) and identify where the amendment(s) may be viewed.
3. After reasonable notice, there will be a written public comment period for not less than 30 days.
4. During the 30-day comment period, the City Council shall receive oral comments in public hearings.
5. There shall be two public hearings to receive community member input on the community needs, including funding allocations. One public hearing shall be before the proposed AAP is published for comment.
6. The CDAC will be given the opportunity to make recommendations to City Council prior to its final action.
7. Final action by the City Council will occur at the close of the second City Council public hearing on the draft substantial amendment. If approved by City Council, the substantial amendment will be submitted to HUD within 15 business days.

Disaster Response and Recovery Funds

In the event of a declared emergency situations, or current and/or future declarations of disaster, it may be necessary for the City to apply for new emergency grant funding from HUD, such as CDBG-Disaster Recovery grants, or any other grants issued to jurisdictions in the event of a disaster which requires an urgent response to address the needs of the community.

In order to expedite the distribution of emergency funding during a disaster response situation the City Council, City Manager, or HUD may determine it is necessary to waive certain substantial amendment provisions described in Section VII(E) or certain General Requirements Provisions described in Section E. Any such waiver is subject to the requirements of the respective emergency funding appropriation. The proposed substantial amendment will be published for five (5) days.

The City Council will act on the proposed amendment at a City Council Meeting in which proper notice of program amendment has been given.

The criteria HUD used to qualify local "urgent needs" (e.g., events of "particular urgency" because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available) can be found at 24 CFR 570.483(d). To comply with the national objective of meeting community development needs having a particular urgency, a project must alleviate existing conditions which:

1. Pose a serious and immediate threat to the health and welfare of the community;
2. Are of recent origin or recently became critical within 18 months preceding the certification by the grantee;
3. Are unable to be financed by the City on its own; and
4. Other funding resources are not available to completely carry out the activity.

In the event of a disaster that requires a response to address local urgent needs, the City will:

1. Notify HUD at least five (5) days before implementing changes or amendments to the Consolidated Plan and/or Action Plan; and
2. Make reasonable efforts to provide the public opportunity to comment on

changes and amendments to the Consolidated Plan and/or Annual Action Plan.

These actions do not require the City to comply with all of the substantial amendment provisions related to the citizen participation requirements described in Section VII(E) or all of the General Requirements Provisions described in Section X.

HUD Waiver Process

Upon determination of good cause, HUD has the authority to waive certain regulatory provisions of the CDBG and HOME programs subject to statutory limits. The City reserves the right to submit waiver notifications to HUD when expedited assistance is offered through programs covered by the Consolidated Plan. Following completion of a waiver process as determined by HUD, the City may carry through actions as prescribed by the approved waiver determinations authorized by HUD.

VIII. CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER).

The City is required to submit annually by December 30th, a CAPER to HUD that describes the City's progress in meeting the goals in the Consolidated Plan.

1. CD staff prepares the draft CAPER.
2. After reasonable notice is provided, the CAPER is available for not less than 15 days for written public comment.
3. The City Council shall hold a public hearing to receive oral public comments on the CAPER.
4. The final CAPER and public comments will be submitted to HUD.
5. The CAPER will be available at Killeen City Hall (City Secretary Office), Community Development Department, and the Community Development Department webpage (www.killeentexas.gov/289/Community-Development).

IX. GENERAL REQUIREMENTS

The City of Killeen is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. The City of Killeen does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities.

In the event of a disaster which requires an urgent response to address the needs of the community as described in the Disaster Recovery and Response section, the City will make reasonable efforts to provide the public opportunity to comment on federal reports.

1. **Public Hearings.** Public hearings before the Killeen City Council will be advertised in accordance with the guidelines outlined in the notification section below. The purpose of public hearings is to provide an opportunity for community members, public agencies, and other interested parties to provide input on the City of Killeen's affordable housing, community and economic development needs. Public hearings will be held at Killeen City Hall accessible to low- and moderate- income residents and persons with disabilities. Spanish translation and interpretation for individuals with hearing impairments will be provided upon request.

Public hearings will be held primarily after 5:00 PM to accommodate persons during the

day.

- 2. Public Meetings.** Public meetings of the Killeen City Council and CDAC provide opportunities for community member participation and comment on a continuous basis. Public meeting notices are posted at the Office of the City Secretary at least one (1) week, prior to the meeting date, and in accordance with the Texas Open Meetings Act. Public meetings are held in locations accessible to persons with disabilities. Spanish translation and interpretation for individuals with hearing impairments will be provided upon request.

The City will provide citizens reasonable and timely access to meetings whether virtual or in-person. These meetings will be typical of informal "community" meetings where attendees will be given an opportunity to participate and engage in communications on housing and community development needs including priority non-housing community development needs.

The City will keep a register of persons attending the meeting. Meeting minutes will be recorded. A copy of the attendee register and the minutes of the meeting will be available to the public, upon request, within five (5) business days after the date of the meeting. CDAC Meetings and Community Planning Meetings will be held at easily accessible locations where a large percentage of very low- and low-income persons have been identified to reside.

The City will provide Spanish translation services at meetings where it is anticipated that non-English Spanish speakers will attend. The City shall, upon request, provide language assistance services/ translators for other non-English speaking groups. Requests must be submitted at least 48 hours in advance of the meeting. This provision will consist qualified interpreters for individuals who require non-English language support. If a non-English speaking translator or interpreter is required as an ADA accommodation for the above ascribed meetings, the notification of accommodation will need to be made at least 48 hours in advance (www.killeentexas.gov/584/ADA-Accessibility-Services).

- 3. Notification.** The Community Development Department will provide the community advance notice of public hearings and/or public comment periods. The notice will be provided at least two weeks prior to the public hearing date and the start date of comment periods.

Notices may incorporate measures to allow for immediate response to current and/or future declarations of disaster and emergencies whereby the use and the expenditures of funding may address and the need for immediate response to a declared disaster. Such notices will contain community planning and development information and be published on the Community Development webpage.

Related to the CPP specified federal documents, the Community Development Department will provide public notifications by utilizing City of Killeen publications and media (television, print, electronic) that will maximize use of City resources and reach an increased number of Killeen residents. Related to federal publications referenced above,

the Community Development Department will notify the public about public hearings, comment periods, public meetings, and additional opportunities for public feedback through communications outlets that are designed to increase public participation and generate quantifiable feedback/results. The Community Development Department may utilize the following notification mechanisms as available: City of Killeen utility bill inserts; City of Killeen website; and Spectrum Channel 10, the municipally owned cable channel. In addition, the Community Development Department will use other available media (print, electronic, television) to promote public feedback opportunities. Notifications will be published in English and Spanish.

Notices published in the local daily newspaper will appear in the non-legal, non-classified section of the publication. At a minimum, the notices shall be written in the English language, easily readable and include the date, time, place, and general topics to be considered.

4. **Document Access.** Copies of all planning documents, including the following federal reports: City's Citizen Participation Plan (CPP), Assessment of Fair Housing/Analysis of Impediments (AFH/AI), Consolidated Plan (CP), Annual Action Plan (AAP), and the Consolidated Annual Performance and Evaluation Report (CAPER), will be available to the public upon request.

Community members will have the opportunity to review and comment on applicable federal reports in draft form prior to final adoption by the Killeen City Council. These documents will be made available at Killeen City Hall (City Secretary's Office), Community Development Department, Killeen Public Libraries, certain community/ senior centers, and on the Community Development Department webpage (www.KilleenTexas.gov/289/Community-Development).

Upon request, federal reports will be provided in a form accessible to persons with disabilities.

5. **Access to Records.** The City will provide community members, public agencies, and other interested parties reasonable and timely access to information and records relating to the Citizen Participation Plan (CPP), Assessment of Fair Housing/Analysis of Impediments, Consolidated Plan, Annual Action Plan, and CAPER, and the City's use of assistance under the two (2) entitlement grant programs, in accordance with state and federal laws, statutes and rules that govern access to public information, including, but not limited to, the Texas Public Information Act and the Texas Attorney General rulings.

6. **Technical Assistance.**

The City will provide technical assistance, upon request and to the extent resources are available, to groups or individuals needing help in preparing funding proposals, provided such assistance does not violate federal or local rules or regulations. Technical assistance may include review and analysis of proposals by CD staff, access to program information, and the use of public meeting rooms, and may be delivered through one-on-one sessions, group training, community meetings, or workshops.

This assistance does not involve the reassignment of CD staff to the proposed project or group, the use of City equipment, or a guarantee of funding. If staff capacity is insufficient to address a

request in a reasonable time or if expenditures are required, the request will be routed through the City Manager to determine appropriate action.

X. RESIDENTIAL ANTI-DISPLACEMENT

The City of Killeen does not anticipate the displacement of persons, as defined in Code of Federal Regulations Section 470.612(a) (24 CFR Section 470.612(a)), as a result of its activities during the development of the Consolidated Plan or Annual Action Plans. However, should displacement occur as a result of community development programs, the City of Killeen will minimize and mitigate the effects of displacement by following the procedures set out under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Uniform Act).

When displacement is unavoidable, the EDCD will notify the affected residents in writing informing them of the types of services available for displacement in accordance with the Uniform Act.

If an affected resident disagrees with the need for displacement, the resident may file a written appeal with the EDCD.

XI. COMMUNITY MEMBERS' COMPLAINTS

Written complaints related to CDBG and HOME programs and other activities funded through entitlement grant funding may be directed to the Executive Director of Community Development.

A timely, written, and substantive response to the complainant will be prepared within 15 working days of receipt of the complaint by the Executive Director of Community Development. If a response cannot be prepared within the 15-day period, the complainant will be notified of the approximate date a response will be provided. Written complaints must include the complainant's name, address, and zip code. A daytime telephone number should also be included in the event further information or clarification is needed. An email address may be included in lieu of a daytime telephone number. Complaints should be addressed as follows:

City of Killeen
Community Development Department
Attn: Executive Director
802 2nd Street, Bldg. E
Killeen, Texas 76540

If the response is not sufficient, an appeal may be directed to the City Manager, and a written response will be provided within 30 days. An appeal should be addressed as follows:

City Manager's Office
Attn: City Manager
101 N. College St.
Killeen, Texas 76541

In the event the complaint is not satisfied, the complainant may request submittal and resolution to the next level of management the Killeen City Council. Every level of management will make every effort to equitably resolve a complaint.

The Community Development Department will maintain a log of all complaints and responses for a period of five (5) years.

The City of Killeen is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please call 254-501-7844; TTY users' route through Relay Texas at 711.



CITIZEN PARTICIPATION PLAN
REVISION 2025-PUBLIC HEARING #2

PH-25-039

July 15, 2025

Background

2

- Pursuant to the citizen participation requirements of 24 CFR Section 91.105, the U.S. Department of Housing and Urban Development (HUD) requires a participating jurisdiction (PJ) have an approved Citizen Participation Plan (CPP) that outlines policies and procedures for ensuring that residents have an opportunity to be fully engaged in community improvement activities.

Background

- The Citizen Participation Plan provides the framework through which residents can have input and influence over proposed community development activities particularly the development, implementation, and assessment of programs as outlined in the Five-Year Consolidated Plan (CP), Annual Action Plan (AAP), Consolidated Annual Performance and Evaluation Report (CAPER), Analysis of Impediments to Fair Housing (AI), and other city administered HUD-funded programs.

Background

4

- As a recipient of Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) entitlement funds, the City of Killeen is a designated PJ.
- The City of Killeen CPP was originally approved and adopted by the Killeen City Council in July 1988 with revisions in January 1995, April 1998, January 2011, January 2015, January 2018, and April 2020.

Citizen Participation Plan Revisions 2025

5

- The proposed revision to the CPP will:
 - ▣ Clarify CD staff and Community Development Advisory Committee (CDAC) responsibilities;
 - ▣ Update the Substantial Amendment criteria;
 - ▣ Update other relevant information to yield increased citizen participation, including adding language to accommodate for the Killeen City Council meeting schedule;
 - ▣ Remove individual name(s) of staff and replace with specific staff position for point of contact; and
 - ▣ Update formatting.

Public Notice & Comment Period

6

- Public notice of the CPP comment period was published in the Killeen Daily Herald on May 18, 2025.
- The comment period will be June 9th – July 15th.
- Comments may be submitted in writing (including email) or in-person.

Availability of CPP Draft

7

- A copy of the revised CPP Draft was available for in-person viewing at the following city facilities:
 - ▣ Killeen City Hall (City Secretary), 101 N. College St.
 - ▣ Killeen Community Development Department, 802 N. 2nd St., Building E
 - ▣ Killeen Public Libraries, 205 E. Church St., 3000 S. WS Young Dr.
 - ▣ Lion's Club Park Senior Center, 1700-B E. Stan Schlueter Loop
- The draft was also available online:
www.killeentexas.gov/289/Community-Development

Staff Recommendation

8

- Staff recommends City Council hold a public hearing to receive citizen comments and approve a memorandum/resolution adopting the revised Citizen Participation Plan.