



# Citizen Participation Plan

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City of Killeen  
Department of Community Development  
802 N. 2<sup>nd</sup> Street, Building E  
Killeen, TX 76541  
[www.killeentexas.gov](http://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](http://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 EDCD, 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](http://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](http://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 30<sup>th</sup>, 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](http://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](http://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](http://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, as stated in the Texas Open Records Act and the Freedom of Information Act and in accordance to the City of Killeen's Open Record Request Policy.

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 2<sup>nd</sup> 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.*

DRAFT