



Community Development Grants Public Comment Guide

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

PURPOSE OF PUBLIC COMMENT

An important step in the Community Development planning process is the gathering of public comment on draft documents, such as plans, policies, reports, rules, etc. The information below is provided to assist public participation in the Community Development Grants public comment process.

The following information is presented for explanatory purposes only. Specific public comment details and information are available on each plan, policy, report, rule, etc., which may be subject to specific federal guidelines, and are subject to change.

COMMUNITY DEVELOPMENT GRANTS PUBLIC COMMENT

The Community Development Department (CDD) receives public comment on matters that require strict adherence to a U.S. Department of Housing and Urban Development (“HUD”) the City of Killeen’s approved Citizen Participation Plan (CPP).

TYPES OF PUBLIC COMMENT

I. WRITTEN PUBLIC COMMENT SUBMISSION GUIDELINES

Written comments regarding draft documents or applicants for Community Development Block Grant Program (CDBG), HOME Investment Partnerships Program, and the HOME American Rescue Plan (ARP) Program funding may be submitted during the specified public comment period for the document or applicant in letter or email formats as directed for each specific document or available for public comment.

II. NON-WRITTEN PUBLIC COMMENT

Non-written comments and submissions, such as verbal comments made via telephone, online forums and/or roundtables, may not be considered by the CDD as public comment. Comments intended to become part of the official public comment records should be submitted in writing during applicable public comment periods to the CDD via letter or email formats as directed for each specific document available for public comment or during public hearings held by the Killeen City Council.

Public comments received outside of the specified public comment period may not be forwarded for review and consideration.

SOCIAL MEDIA

Social media posts do not constitute official public comment and will not be included in the official record for CDD consideration. The CDD considers opinions expressed on any City of Killeen social media site as posted for discussion only and not a substitute for a formal statement in the public comment process. Comments by external parties on the City of Killeen’s social media sites, including but not limited to replies, retweets, favorites, likes and other similar secondary postings are not considered official public testimony concerning any project or program.

Comments intended to become part of the official public comment records should be submitted in writing during applicable public comment periods to the CDD via letter or email formats as directed for each specific document available for public comment.

Public comments received outside of the specified public comment period may not be forwarded for review and consideration.

THE LIFE CYCLE OF PUBLIC COMMENT

Department staff typically collects all written public comments received during public comment periods and, when required, prepares a response summary. The summary includes comments received as well as staff recommendations regarding how the CDD may address the comments within existing state and federal regulations and resources. The compilation of public comments and reasoned responses are then submitted for review and consideration for approval and incorporation into the final version of the specific document for which the comments were received.

PUBLIC COMMENT PREPARATION BASICS

The following information is designed to serve as a general reference tool to help Killeen residents prepare comments regarding the CDD's plans, policies, reports, and rules related to CDD-administered programs and services. This information is presented for explanatory purposes only.

I. LEARN THE PROCESS

To maximize the effectiveness of your comments, the CDD encourages you to familiarize yourself with the Department's rule making process. Knowing this process and the relevant public participation opportunities will help you plan when, where, and how to contribute your input for timely consideration by the CDD. For example, the most efficient and effective time to submit comments is during the open comment period for a specific item. Submitting comments during an open public comment period will help you avoid missing opportunities to suggest changes to a particular rule before the CDD forwards it for approval and implementation.

II. KNOW THE STATUTORY FRAMEWORK

Community Development Grants programs and services are administered in accordance with federal or state or local regulations tied to the funding stream(s) that support each specific program or service. Knowing the relevant statutory framework (state and federal laws) will help you understand what may or may not be revised through CDD's public comment process. For example, public comment may prompt revisions to the rules described in the Code of Federal Regulations or Texas Administrative Code ("TAC"), while public comment submitted to the CDD cannot impact the governing statute or federal rules and regulations. Such changes require action at the federal level by the U.S. Congress.

III. PARTICIPATE IN COMMUNITY PLANNING MEETINGS, FORUMS, HEARINGS, ROUNDTABLES, WEBINARS

The CDD provides many opportunities to learn about and discuss its programs and services. The public is encouraged to participate in these opportunities where official public comment may or may not be accepted.

IV. MONITOR STAFF DRAFTS

The CDD solicits public comment on staff prepared drafts of rules, plans, etc. The following is an outline of the general process that includes the most beneficial time to contribute comment:

1. Staff integrates new federal regulations, along with any recommended improvements or clarifications from staff, into the existing plan or rule to create a new draft.
2. The CDD announces the public comment period for the draft, which is made available for public comment for a specific period of time.

Typically, Department staff collects all written public comments received during the public comment period and, when required, prepares a response summary. The summary includes public comment, as well as staff recommendations regarding how CDD may address the comments within existing federal regulations and resources.

The compilation of public comments and staff responses are then submitted to the Killeen City Council for review and possible final action into the final version of the specific document for which the comments were received. The Council considers all public comment and may or may not request staff to make revisions before approving its posting to the CDD's website as the final rule or plan.

GOOD TO KNOW

- The frequency with which plans and rules come up for review and public comment is defined in the relevant federal regulations.
- Scheduling of a comment period can vary, e.g., a notice from HUD regarding a delay or impact of new federal regulation can result in an extension of submittal of a draft rule and thus change the entire timeline.
- Public Comment periods vary; not all documents are required to go out for 30 days.

GIVE INPUT AT APPROPRIATE MEETINGS

Feedback is always welcome at Community Development Advisory Committee (CDAC) meetings, however, to maximize the timeliness and official consideration of your comments, citizens are encouraged to express concerns and ideas at meetings that include the item of interest on the agenda. The CDAC cannot act on any topic not on the agenda.

Please call (254) 501-7845 or email cdgrantsmgt@killeentexas.gov for CDAC meeting information.

WATCH FOR PUBLIC COMMENT PERIODS

CDD plans, policies, rules, scoring criteria, and other administrative items are developed through public comment. While there may be opportunities to provide comment through different activities, such as forums, hearings and roundtables, the most impactful opportunities are during public comment periods.

Public comment periods are open for a specified period of time, after which the CDD moves forward with processing the comments it received for presentation and review. Open public comment periods offer the most effective opportunity to express your opinions, concerns, or ideas for changing the way the CDD will administer the programs or services.

Options to submit written comments:

In person:

City of Killeen
Community Development Department
802 N. 2nd St, Building E
Killeen, TX 76541

By mail:

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

By email:

cdgrantsmgt@killeentexas.gov

For additional information please contact the Community Development Department (254) 501-7845.