

Texas Balance of State Continuum of Care

Public Comment Policy for CoC Governance Documents

Approved 5/22/2019

Policy:

The TX BoS CoC will invite public comments when the CoC is considering a change to a CoC governance document. A public comment period allows stakeholders within the TX BoS CoC to review proposed changes to items such as policies or standards and provide input on those changes and potential impacts of the changes. Stakeholders are any persons who live or work in the CoC's geographic area and have an interest in preventing and ending homelessness. Governance documents include the CoC Governance Charter, CoC Policies and Procedures, CoC Written Standards for Service Delivery, Coordinated Entry Written Standards, and HMIS governance documents.

Procedure:

TX BoS CoC staff at Texas Homeless Network (THN) will use the CoC's Public Comment Template and tailor it to the item that will be open for public comment. The guiding principle of the process is making the proposed changes and their potential implications accessible and understandable.

Public comment may be solicited and accepted in a number of ways:

- Posting information and documents on THN's website
- Conducting an online/electronic survey
- Accepting written comments by mail or email
- Consulting during a CoC General Meeting
- Holding a webinar about the changes and soliciting input from attendees
- Reviewing the proposed changes and seeking feedback at pertinent group meetings (for example, CoC committee meetings, LHC meetings, and partner agency meetings)

Sample timeline for holding a public comment period (approximately 90 days total):

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| 30 business days | Staff preparation time |
| 10 business days | Proposed changes are open for public comment |
| 5 business days | Public comment is closed, staff reviews comments and makes changes |
| 10 business days | Revised changes are open for public comment |
| 5 business days | Public comment is closed, staff reviews additional comments and makes changes |
| 10 business days | Revised changes are open for final public comment |
| 5 business days | Staff reviews final comments and finalizes document, accordingly |
| | Document is presented to the Board's Executive Committee for approval and forwarding to the CoC Board |
| | Document is presented to the CoC Board for approval |
| | Changes are implemented |

Staff may notify the Board when there is a sense of urgency and proposed changes need to be expedited, in which case, the public comment timeline may be modified.