

FIRST CDBG PUBLIC HEARING TEMPLATES FOR NOTICE /MINUTES

TO MEET STATE REQUIREMENTS:

1. Post this notice on Utah's Public Meeting Notice Website – www.utah.gov/pmn a MINIMUM seven (7) days prior to and MAXIMUM of thirty (30) days until public hearing date.
2. Publish the Public Notice on the public body's or government official's official website at least (7) days prior to the public hearing date. All public notices shall comply with the requirements laid out 63G-30-102 as a class A notice.
3. Post written notice at the principal office of the public body or, if no principal office exists, at the building where the meeting is to be held.

TO MEET HUD REQUIREMENTS:

4. Record and retain evidence of when the publishing and posting were completed, ensuring that there was sufficient notice given as indicated in item 1, above.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIRST PUBLIC HEARING NOTICE

Notice is hereby given that **APPLICANT (CITY or COUNTY or AOG)**¹ will hold a public hearing on **(DATE)** at **(ADDRESS, ROOM #)** at **(TIME)**. **APPLICANT** is eligible to apply for funding under the Community Development Block Grant (CDBG) Small Cities Program, a federally funded program administered by the State of Utah, Division of Housing and Community Development (HCD). **APPLICANT** is eligible to apply for CDBG funding provided **APPLICANT** meets the applicable program requirements.

The purpose of the public hearing is to provide citizens with pertinent information about the Community Development Block Grant program and to allow for discussion of possible projects. This public hearing will cover eligible activities, program requirements, and expected funding allocations in the region. The CDBG Program can fund a broad range of activities, including, but not limited to: construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, and provision of public services such as food banks or homeless shelters. In the event that **APPLICANT** chooses to apply for CDBG funding, a second public hearing will be held at a later time to discuss the project. Further information can be obtained by contacting **APPLICANT POINT OF CONTACT** at **PHONE**.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this hearing should notify **APPLICANT POINT OF CONTACT** at **LOCATION AND COMPLETE ADDRESS** at least three days prior to the hearing. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1.888.346.3162.

Template Published on State of Utah's Public Meeting Notice Website – www.utah.gov/pmn on **DATE**

¹Public hearings must be held by one of these entities. Other entities wishing to apply must have one of these eligible applicants sponsor their application and hold a public hearing.

FIRST CDBG PUBLIC HEARING MINUTES
(Name of Municipality) FIRST CDBG PUBLIC HEARING
HEARING HELD (Location, Date and Time)

The (Name of City or County) first CDBG public hearing was held on (Day and Date), in the (Location), meeting commenced at (Exact Time).

Present: (Mayor/Commissioner and Council names) _____,
(Other public or elected officials or employees) _____,
(Public in attendance, including those attending for the CDBG Public Hearing)

City Recorder: _____ (include name of city recorder),
City Clerk: _____ (include name of city clerk),
City Attorney: _____ (include name of city attorney),

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC HEARING:

Mayor/Commissioner (Name) opened the public hearing for the CDBG program and stated that the purpose of the public hearing is to provide citizens with pertinent information about the Community Development Block Grant program and to allow for discussion of possible applications for the **20** funding cycle. It was explained that the grant money must be spent on projects benefiting primarily low and moderate-income persons. The (Name of Region), in which (Name of Municipality) is a member, is expecting to receive approximately (Amount AOG representative indicated region could expect to receive) in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it at any time. Mayor/Commissioner (Name) read several of the eligible activities listed including examples, such as Construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters. Mayor/Commissioner (Name) indicated that in the past (Name of Municipality) has received (Indicate number of grants and what they accomplished). The city has handed out its capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community. It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing. Mr./Mrs. (Name) asked if (Suggestion). Mayor/Commissioner (Name) responded to suggestion by stating that (Response). Mayor/Commissioner (Name) then opened the meeting up to further suggestions from the audience. Mr./Mrs. (Name) said that (Suggestion). Mayor/Commissioner (Name) (Response). Mayor/Commissioner (Name) then asked if there were any other suggestions. (Once no other comments are made, state that no other comments were heard.) The hearing was adjourned at (Time).