

DO NOT POST THE 2ND CDBG PUBLIC HEARING NOTICE UNLESS Project is AWARDED by the AOG RRC.

CDBG PUBLIC HEARING NOTICE /MINUTES TEMPLATES

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) SECOND PUBLIC HEARING NOTICE

APPLICANT (CITY or COUNTY or AOG)¹ will hold a public hearing to discuss the project that was applied for in the CDBG Small Cities Program in Program Year 20__ . **PROJECT - INCLUDE SPECIFICS IF APPROPRIATE (I.E. LOCATION.)** Comments will be solicited on project scope, implementation and its effects on residents. The hearing will begin at **TIME** P.M. on **DATE** and will be held at **LOCATION AND COMPLETE ADDRESS.** Further information such as a copy of the proposed application 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.

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

SECOND CDBG PUBLIC HEARING MINUTES **(Name of Municipality) SECOND CDBG PUBLIC HEARING**

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 meeting.

PUBLIC HEARING HELD (Location, Date and Time)

The (Name of City or County) second 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 second public hearing for the CDBG program. Mayor/Commissioner (Name) stated that this hearing was called to allow all citizens to provide input concerning the project that was awarded under the (Grant Year) Community Development Block Grant Program. The city/county has amended its capital investment plan and decided to apply for funds on behalf of the (Project and Location). The Mayor/Commissioner introduced (Project Manager) from the (Project). The Mayor/Commissioner explained that the application was successful in the regional rating and ranking process and (Name of Project and Grant Award Amount and total project cost). The Mayor/Commissioner explained the project to those in attendance. The Mayor/Commissioner then asked for any comments, questions and concerns from the audience. The only question came from Mr./Mrs. (Name), who wanted to know (Question). The Mayor/Commissioner indicated that (Response to Question). The Mayor/Commissioner stated that copies of the capital investment plan are available if anyone would like a copy. There were no more comments and the hearing was adjourned at (Time).