# Exhibit A: Public Hearing Documentation

**Record of Changes**

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| **Date** | **Description of Change** |
| 2020 | AmpliFund First Year; Exhibit template as part of application. |
| 2021 | Exhibit template added to CDBG website as separate exhibit  Added (3) verification that notification was published. |
| 2024 | Included footnote. |
| 2025 | Substantial updates were made to the Notice of Public Hearing draft language. |

**INSTRUCTIONS:** A public hearing is required as part of the application process. The template on the following page is for your use in creating the official notice for that purpose. At this hearing, the Applicant must convey specific CDBG program requirements[[1]](#footnote-1) and related project issues. For example, if taxes or user charges will need to be increased as part of financing the project, it is especially important that residents understand the necessity of raising taxes/user charges. This discussion would then be specifically reflected in the meeting minutes.

Note: The date of the publication must predate the hearing. The meeting minutes must acknowledge the details of the application (the description), indicate public comments, and note if there were no public comments.

The public hearing **must** include the following:

* + 1. How the need for the activities was identified;
    2. How the proposed activities will be funded and the sources of funds;
    3. Requested amount of federal funds;
    4. Estimated portion of federal funds that will benefit low-and moderate-income persons;
    5. Where the proposed activities will be conducted;
    6. Plans to minimize displacement of persons and businesses resulting from funded activities;
    7. Plans to assist persons actually displaced; and
    8. The nature of the proposed activities.

As part of the application submission, Applicants are **required** to submit the following documentation:

1. Notification to the public advertising the date/time of the public hearing and the content of the notification (i.e., project description, amount of CDBG being applied for, matching funds, source of matching funds, etc.).
2. Verification that the notification was published (Affidavit of Publication) or was posted within the community (Certificate of Posting).
3. Summary of all Public Comments received.
4. Official Meeting Minutes (If there were no public comments, this should be documented within the Meeting Minutes).

**NOTICE OF PUBLIC HEARING ON AN APPLICATION FOR THE**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

NOTICE IS HEREBY GIVEN that on [Date] in the [Place], the [Name of the Local Government Unit] will hold a public hearing concerning an application to the Nebraska Department of Economic Development for a Community Development Block Grant (CDBG). This grant is available to local governments for community/ economic development activities.

The [City/County/Village] of [Name] is requesting CDBG funds for a project to [Project Description, which must include: how the need for the project was identified, where the proposed project(s) will take place]. The total estimated project cost is [$ Total Overall Project Cost], with total CDBG funding in the amount of [$CDBG Total Award]. The CDBG total includes [$ GA amount] for General Administration; [$ CM amount] for Construction Management costs; and [required match %] matched funding of [$ Local Match Amount] from [local fund source. e.g., LB840, bank financing, bond, TIF, grant, etc.)] The project activities include:

* Project Activity [### (e.g., 03J)] — [Purpose (e.g., Water Line Improvements] – [$ amount this line item]
* Project Activity [###] — Construction Management – [$ amount this line item]
* Project Activity [###] — General Administration – [$ this line item]

All funds will be utilized for the National Objective of [LMI to benefit low- and moderate-income people; *or* SBA within a designated Slum & Blighted area and the proposed project will aid in the prevention or elimination of slums or blight]. There will be [no/number] persons displaced as a result of CDBG activities. [Plans for assisting persons actually displaced.]

The grant application will be available for public inspection at [Place]. All interested parties are invited to attend this public hearing at which time you will have an opportunity to be heard regarding the grant application. Written and oral testimony will also be accepted at the public hearing scheduled for [Time], [Date], [Address, Room Number, etc.]. Written comments addressed to [Contact Person] at [Address] will be accepted if received on or before [Date].

Individuals requiring physical or sensory accommodations including interpreter service, Braille, large print, or recorded materials, please contact [Contact Person] at [Address, Phone Number] no later than [Date]. Accommodations will be made for persons with disabilities and non-English speaking individuals provided that a [Number] day notice is received by the [Name of the Local Government Unit].

1. 24 CFR 570.486  [↑](#footnote-ref-1)